

## How to Obtain CE Units from ECCU:



**Visit:** <http://healthcareeducation.org/2015/eccu/login/index.php>

1. Click on “create a new account” (located on the right-hand side of the web page)
  - a. Set your preferred username and password. Use an email that you access frequently.
2. An email confirmation will be emailed to you.
  - a. If you do not receive an email confirmation within 2 hours and it’s not in your “Spam” or “Junk” folder, please contact Krystal Daniels  
[krystal.daniels@healthcareeducation.org](mailto:krystal.daniels@healthcareeducation.org)
3. Once logged back in, scroll down to sessions, click on the session date, then the session name that you have attended:
  - a. Enter enrollment key: **WeR4ROSC!** (key is case sensitive)
  - b. Click on the “POST TEST” link to complete the post test requirements
  - c. Answers for the post test should not include subjective comments or evaluations (the program times-out within 10 minutes of inactivity)
  - d. Certificates CANNOT be obtained WITHOUT completing the post test
4. Once the Post Test is completed, click on “submit questionnaire”
5. Click the “Get Your Certificate” button
6. Your certificate for that session will be generated and you can either:
  - a. Print your certificate
  - b. Save certificate(s) to your computer and print later
7. To view and print the list of certificates you have obtained, return to the main screen and click on the “View My Certificates” link on bottom of the page.
  - a. If you need to revisit the certificate, you must go back into the session and click on the “CERTIFICATE” link (not the Post Test link) and then click on the “Review Your Certificate” button.



Any questions or concerns contact Krystal Daniels at:

[krystal.daniels@healthcareeducation.org](mailto:krystal.daniels@healthcareeducation.org)

*Programs for Personal and Professional Growth!*

- All post-test must be completed by January 31<sup>st</sup>, 2016 \*

[www.healthcareeducation.org](http://www.healthcareeducation.org) or [www.facebook.com/center4healthcareeducation](https://www.facebook.com/center4healthcareeducation)